



BWP AQ 11

Operating Permit Administrative Amendment Instructions and Supporting Materials

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.

(1) Who Must Apply for an Administrative Amendment?

An owner or operator of a facility holding an Operating Permit (OP) if the proposed change is:

- A change in business name, division name, or facility name; mailing address; company stock designation; telephone number, or name of facility contact; or
- A transfer of ownership of the facility for which an Operating Permit is in effect, where the Department determines that no other change in the OP is necessary, provided that a written agreement containing a specific date for transfer of permit responsibility, coverage, and liability between the current and new Permittee has been submitted to the Department; or
- A change to monitoring, reporting, record keeping, or testing requirements that is more frequent than previously specified in the Operating Permit; or
- The Department, EPA, or Permittee determines that the Operating Permit contains typographical errors.

(2) How is an Administrative Amendment Processed and What are the Timelines?

For an owner or operator of a facility to apply for an administrative amendment to their Operating Permit, a complete application must be filed in duplicate. The application must be submitted on Form BWP AQ11 and in accordance with the timelines established at 310 CMR 7.00: *Appendix C(4)*. A timely application is one that is submitted concurrent with initiation of the proposed change.

- The Department shall take final action within 15 days of receipt of said application and may incorporate such changes without providing notice to the public or affected states. The Department shall submit a copy of the revised OP to EPA.
- The source may make the change upon receipt by the Department of the proposed Administrative Amendment.
- An administrative amendment for the purposes of the acid rain portion of the Operating Permit shall be governed by 40 CFR part 72.
- The permit shield provisions of 310 CMR 7.00: *Appendix C(12)* shall not apply to changes made under 310 CMR 7.00: *Appendix C(8)(a)1*.

(3) What is the application fee? None.

(4) What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:

Dept. of Environmental Protection
_____*Regional Office
Bureau of Waste Prevention

Reserve Copy Location:

Dept. of Environmental Protection
_____*Regional Office
Bureau of Waste Prevention

*Refer to your Operating Permit for the address of the appropriate DEP Regional Office

As evident above, a completed application package shall be submitted in duplicate (one primary copy, one reserve copy) to the appropriate regional office for review and approval.

Upon approval of the application, DEP stamps the reserve copy and returns it to you for your records along with the updated pages of the OP. In this manner, DEP and the applicant have identical copies of the approved submittal.

(5) How can I avoid the most common mistakes made in applying for an Administrative Amendment?

- Answer all questions on the form and indicate "N/A" (not applicable) where appropriate.
- Submit all supplementary information requested in the application.
- Submit two copies of the application to the regional office for review. One copy must have original signatures. The reserve, or duplicate, may be a photocopy.

(6) What are the regulations that apply to these permits? Where can I get copies?

These regulations include, but are not limited to:

- Air Pollution Control Regulations, 310 CMR 6.00-8.00
- 310 CMR 4.00

These may be purchased at:

State Bookstore (in State House)
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376

Commonwealth of Massachusetts Air Regulations may be searched at the Commonwealth's World Wide Web Site at:

<http://www.state.ma.us/dep/bwp/dagc/dagcpubs.htm#regs>

(1) Directions for completing the Administrative Amendment form:

- (A) Facility Information: Complete using information directly from the current Operating Permit
- (B) Reason for Submission: Check the appropriate box and attach documentation.
- (C) Describe Reason(s) for Submission in Detail: Elaborate on reason, using additional sheets if necessary.
- (D) Certification: Any application form, report, or compliance certification submitted pursuant to 310 CMR 7.00: *Appendix C* shall contain certification by a responsible official of truth, accuracy, and completeness in accordance with 310 CMR 7.01(2).



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Business Compliance Division

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Operating Permit Administrative Amendment Application Completeness Checklist

- ☐ The DEP Transmittal Form is completed.
- ☐ Form BWP AQ 11 is completed.
- ☐ A cover letter is attached explaining the request.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send two copies of the application along with two copies of the DEP Transmittal Form to:

Department of Environmental Protection
_____ * Regional Office
Bureau of Waste Prevention

*See "Addresses and Phone Numbers" page included this package.



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

Millbury Training Center
Route 20 Millbury, MA 01527
Telephone: (508) 368-5600
Fax: (508) 755-9253
Residuals Sludge Management
Telephone: (508) 368-5606
WWT Operator Certification
Telephone: (508) 368-5698

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
Southampton
South Hadley
Southwick
Springfield
Stockbridge
Sunderland
Tolland

Tyringham
Wales
Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamsburg
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



Acton
Ashburnham
Ashby
Athol
Auburn
Ayer
Barre
Bellingham
Berlin
Blackstone
Bolton
Boxborough
Boylston
Brookfield

Charlton
Clinton
Douglas
Dudley
Dunstable
East Brookfield
Fitchburg
Gardner
Grafton
Groton
Harvard
Hardwick
Holden
Hopedale

Hopkinton
Hubbardston
Hudson
Holliston
Lancaster
Leicester
Leominster
Littleton
Lunenburg
Marlborough
Maynard
Medway
Mendon
Milford

Millbury
Millville
New Braintree
Northborough
Northbridge
North Brookfield
Oakham
Oxford
Paxton
Pepperell
Petersham
Phillipston
Princeton
Royalston

Rutland
Shirley
Shrewsbury
Southborough
Southbridge
Spencer
Sterling
Stow
Sturbridge
Sutton
Templeton
Topsfield
Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



Abington
Acushnet
Attleboro
Avon
Barnstable
Berkley
Bourne
Brewster
Bridgewater
Brockton
Carver
Chatham
Chilmark

Dartmouth
Dennis
Dighton
Duxbury
Eastham
East Bridgewater
Easton
Edgartown
Fairhaven
Fall River
Falmouth
Foxborough
Franklin

Freetown
Gay Head
Gosnold
Halifax
Hanover
Hanson
Harwich
Kingston
Lakeville
Mansfield
Marion
Marshfield
Mashpee

Mattapoisett
Middleborough
Nantucket
New Bedford
North Attleborough
Norton
Norwell
Oak Bluffs
Orleans
Pembroke
Plainville
Plymouth
Plympton

Provincetown
Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
205 Lowell Street
Wilmington, MA 01887
Phone: (978) 661-7600
Fax: (978) 661-7615
TDD: (978) 661-7679



Amesbury
Andover
Arlington
Ashland
Bedford
Belmont
Beverly
Billerica
Boston
Boxford
Braintree
Brookline
Burlington
Cambridge
Canton
Carlisle

Chelmsford
Chelsea
Cohasset
Concord
Danvers
Dedham
Dover
Dracut
Essex
Everett
Framingham
Georgetown
Gloucester
Groveland
Hamilton
Haverhill

Hingham
Holbrook
Hull
Ipswich
Lawrence
Lexington
Lincoln
Lowell
Lynn
Lynnfield
Malden
Manchester-By-The-Sea
Marblehead
Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Newbury
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
Westwood
Weymouth
Wilmington
Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division

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Operating Permit Administrative Amendment

Transmittal Number

SSEIS Number

FMF Number

SIC Code(s)

A. Facility Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Facility - the site or works at which the regulated activity occurs:

Name

Street Address

City

State

Zip Code

2. Mailing address:

Street/PO Box:

e-mail address (optional)

City

State

Zip

Telephone Number

Facility Contact Person:

Contact person's title

3. Effective Date of Change:

B. Reason for Submission: (check all that apply)

- ☐ Change in business name, division name, facility name, mailing address, company stock designation, telephone number, or name of facility contact.
- ☐ Transfer of ownership (attach a written agreement containing a specific date for transfer of permit responsibility, coverage, and liability between the current and new Permittee).
- ☐ Change to more frequent monitoring, reporting, record keeping, or testing requirements.
- ☐ Correct typographical errors
- ☐ Other (specify):

C. Describe Reason(s) for Submission in Detail: (Attach Additional Sheets as Necessary)



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FMF Number

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D. Certification

The following statements must be signed by a responsible official:

Pursuant to 310 CMR 7.00: Appendix C(5)(b)(9)(e), "I hereby accept the Department's authority to enter the premises of the permitted facility and perform reasonable inspections and sampling, as described in 310 CMR 7.00: Appendix C(3)(g)."

Name of Official

Signature

Date

Pursuant to 310 CMR 7.00:Appendix C(5)(b)8.c, I state that "Except for those units identified as not in compliance and for which a schedule is attached, I certify that the facility will continue to comply with all current applicable requirements and will meet the requirements for applicable requirements that will become effective during the term of this permit on a timely basis."

Name of Official

Signature

Date

Pursuant to 310 CMR 7.01(2)(c) "I certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment."

Name of Official

Signature

Date